

CMS Net

Cancel Correspondence

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Cancel Correspondence

Cancel Correspondence

This section outlines the steps to cancel correspondence.

Steps to Access Cancel Correspondence

Step	Action
1	Type “EV” for <i>Event Tracking</i> in upper case.
2	Press <Enter>.
3	Type “C” for <i>Correspondence</i> in upper case.
4	Press <Enter>.

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Identify Patient

After pressing <Enter>, the Patient Identification Screen, CSMPI-10 appears:

```
CMSNET                                PATIENT IDENTIFICATION FOR:          CSMPI-10
                                CORRESPONDENCE

Enter one of the following identifiers:

    CCS Number:

    Pt Name:

    Birthdate:                Gender:

    Client Index Number:

    Social Security Number:
```

For instructions on identifying patient, see the Patient ID section of this manual.

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Select Option After identifying a patient, you will see the following menu:

```

CMSNET                                CORRESPONDENCE                                CMSCO-5
-----
Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  CCS#: 9999999  CIN: 99999999X 9
Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXXXXX  REG=XXXXXXXXX  MED=X  F/R=X
-----

      (?) Send Letter
      ( ) Print Letter
      ( ) Edit Letter
      ( ) Cancel Letter
      ( ) Quit

```

Step	Action
1	Select “Cancel Letter” and press <Enter>.

Select Letter After pressing <Enter>, a pick-list of all letters generated through Send Correspondence will be displayed for you to choose from:

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Cancel Correspondence, Continued

Select Correspondence:		
() PSA	PROGRAM SERVICE AGREEMENT SPANISH	2003-87276
Sent: 03/22/2003 By: MCCARLEY,TRACI (STATE CMS)		
To: MR AND MRS		
Addr St 1: 714 P STREET		
() C-17A	PROVIDER RELEASE OF INFORMATION FORM SPANISH	2003-35587
Sent: 02/05/2003 By: MCCARLEY,TRACI (STATE CMS)		
To: MR AND MRS		
Addr St 1: 714 P STREET		
() NOA	NOTICE OF ACTION SPANISH	2003-35019
Sent: 02/04/2003 By: MCCARLEY,TRACI (STATE CMS)		
To: MR AND MRS		
Addr St 1: 714 P STREET		
[More] [Quit]		

Step	Action
1	Select the letter you would like to cancel and press <Enter>.

Cancel Letter

After pressing <Enter>, the Cancel Correspondence Screen, CMSCO-40 will appear pre-populated with the data from the original letter generation::

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CMSNET	CANCEL CORRESPONDENCE	CMSCO-40

Pt Nm: XX	CCS#: 9999999	CIN: 99999999X 9
Gender: X	DOB: 99/99/9999	Lgl Co: XXXXXXXXX REG=XXXXXXX MED=X F/R=X

Corr#: XXXXXXXXX		
Letter: XX		
Auth Number: 999999		
Effective Date: 99/99/9999	Date Sent: 99/99/9999	
Citation: XX		
Send Letter To: XX		
LEA Attn: XX		
Free Text: XX		
Number of additional copies: 9		

Action Menu

The Action Menu will automatically appear in the upper right hand corner of your screen and has three commands:

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Cancel Correspondence, Continued

Command	Action
Save	Save will: Cancel the letter you have selected from the pick-list. The Branch Menu is then displayed.
Cancel	Cancel will: Return you to the Patient Identification screen for Correspondence, the letter selected will not be cancelled.
Quit	Quit will: Leave you on the Cancel Correspondence screen.

Step	Action
1	Enter the appropriate option.
2	Press <Enter>.

Branch Menu

The system shall send the user to the Correspondence Branch Menu under the following conditions:

- Save is selected

(?) Narrative for Correspondence
() View/Print Narrative
() Mail Message for Correspondence
() Event Tracking Menu

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NOTES

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